



Office of the City Clerk

Weekly Report – for Week Ending May 1, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Poll Worker Recruitment/Training - Staff has recruited 2,185 poll workers out of 2,644 representing 82.6 percent of the overall recruitment goal. 27 of 109 training sessions have been held throughout the City.

In Person Voting - The City Clerk's Office will have in person voting available in two locations. In person voting at the Election Division began on April 20 and will begin at City Hall on May 11th.

Vote-By-Mail (VBM) - To date, a total of 317,322 VBM ballots have been issued and 18,876 voted VBM ballots have been received.

Media Day - The City Clerk held a press conference on May 1 detailing the May 19, 2015 General Municipal election.

Voter Outreach - This week staff attended 11 events which resulted in recruiting 51 poll workers.

Status of Vote By Mail Ballot - The internet absentee voter ballot status for the May 19, 2015 election has been activated. This web site allows absentee voters to check the status of their absentee ballot letting them know whether the City Clerk's office has received and processed their voted ballot.

"Where do I Vote" Web Site - Copies of the Official Sample Ballot books and updated polling place information have been loaded onto the County database. Voters can now look up by address for their local polling place location.

In-House Elections:

Election for Police Department Active Employee Member - The election was held on April 28. Of the 9,622 ballots mailed, 576 were received. The tally was conducted on April 30.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	3/8
Number of Notices/Publications	20
Number of Contracts Attested	56
Number of Council Files Created	99
Number of Claims Received	113*
Number of Referrals	39
Number of Council Meetings	2
Number of Committee Meetings	4

Neighborhood and Business Improvement Districts:

The Ordinance of Intention was forwarded to the City Attorney for the renewal of the Los Angeles Tourism Marketing District and Ordinance of Establishments for the Arts District Modification, Wilmington and Los Feliz Business Improvement Districts' reconfirmation of assessment were also sent to the City Attorney.

TOP ITEMS

- **317,322 Vote-By-Mail Ballots Mailed to Voters**
- **Media Day Held**
- **Police Department Active Member Election**
- **New City Clerk Intranet Site - "Goes Live" on May 1st**



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New City Clerk Intranet Site Rollout - The new City Clerk intranet site will go live and replace the legacy Intranet site on May 1st. The software solution used for the original website is not supported on the new Windows server operating system. Systems staff developed the new site using WordPress which is a popular free software product.

Electronic Claims Against the City “How To” Video - The “How to” fill out an electronic claim form training video and the troubleshooting tip document is now available online for the public.

Windows 2003 Server End of Life Upgrades - The last Microsoft 2003 server has been migrated to a newer operating system. This is to address the end of life software support from Microsoft.

AB1290/Council - Staff has 11 contracts in process; has five (5) contract closeouts in process; processed four (4) payments; and executed one (1) contract.

General City Purposes - Staff reviewed 49 GCP allocation requests; processed 23 invoices for payment; and drafted one (1) contract.

Personnel - Staff held and presented a Leaving City Service Seminar for CD 8 and CD 4 staff.

Records Storage RFP - Contract negotiations with the recommended vendor are in progress.

Microfilm Conversion of City Council Minutes - The City Council minutes dating back to July 3rd, 1850 are now available in a digital format and will be made accessible through the City Clerk’s web page.

Significant Records Research - The City Archives assisted an Asian American Studies class from California State University Northridge researching the City’s actions towards Japanese and Japanese American residents of Los Angeles at the start of the Second World War. The City Archives also assisted the Los Angeles Poverty Department research planning for the development of the skid row area during the Bradley Administration.

ISSUES

None to report.

UPCOMING. . . .

Supply Pick Up Day (SPUD) - On May 9, 2015 staff will coordinate the supply pick up day process at 13 collection depots in order for poll workers to pick up their Election Day supplies.

In Person Voting - In person voting at City Hall, Room 395 will begin on May 11, 2015. The last day for in person voting in the City Clerk’s Office is May 18, 2015.